



Waitakere City Council
Te Taiāo o Waitakere

HERITAGE FUND



Parr Homestead, West Coast Road, Oratia

HERITAGE FUND

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INTRODUCTION

The purpose of the Heritage Fund is to assist local museums, owners of heritage buildings, archaeological sites, heritage trees and marae to care for the City's heritage.

FUNDING AVAILABLE

There is \$50,000 available to be shared amongst successful applicants. The funding is contestable with the final allocation resting solely at Council's discretion. (There is no appeals process). There is a maximum of \$4,000 per project, therefore major projects will need to demonstrate other sources of funding have been obtained before Council will make a payment.

WHO CAN APPLY?

To be eligible applicants must:

- Own or lease a site or building listed in the Heritage Appendix of the District Plan or a site that is known to contain an archaeological site recorded on the Auckland Regional Council's cultural heritage inventory.
- Own or lease a property that has a heritage tree listed in the Heritage Appendix of the District Plan.
- Own and operate a recognised museum in the City that is open to the public and can demonstrate that school groups visit for education purposes.
- Recognised marae in the City that need assistance to preserve artefacts and art works.

FUNDING CRITERIA

Following is the criteria for the allocation of the Heritage Fund grants:

- Local museums that are open to the general public and provide education programmes to schools on the significance of the building or site.
- Local marae specifically for the protection and care of marae artefacts and art works.
- The ability of the project to meet the long-term protection of the place and to recover the significance of the heritage feature/building
- The maintenance of heritage trees such as pruning
- Whether the project will enhance local amenity and public access to the heritage feature/site

Other Criteria which will be considered:

- Urgency of the work or project
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- The principles of the ICOMOS Charter
- Care of marae artefacts and art works should be consistent with tikanga Maori and conservation techniques.
- Whether a report from a conservation professional supports the project
- What other funding is available and has been secured for the project.
- The benefit to the wider community

Requirements:

- Applicants will be required to account for their funds
- The maximum grant that can be applied for is \$4,000
- The fund cannot be used to assist in the destruction of heritage items unless there is a net benefit e.g. a tree must be felled in order to save a heritage building.
- Two quotes must be presented for physical works projects or the invoice for works or services rendered.

WHAT CAN THE FUND BE USED FOR?

- Education programmes run by local museums, operational costs and expenses up to a maximum of \$4,000.
- Assist with physical works projects for heritage buildings, trees and archaeological sites such as fencing, painting, structural strengthening, building work, tree pruning, fitting sprinkler systems to marae and historic buildings, refunds of building consent fees where appropriate i.e. a building will be able to be accessed by the public.
- Specialist advice and projects related to the care of artefacts and art works owned by marae in Waitakere City.

WHAT WILL NOT BE FUNDED?

The Heritage Fund is not available for:

- Events
- Physical works where the appropriate building and resource consents have not been obtained.
- Museums with an annual turnover of more than \$50,000 per annum
- The building of historic replicas
- Projects resulting in the demolition/destruction of a heritage item
- Interior re-fits of buildings where there is no public benefit i.e. kitchen and bathroom upgrades for private homes
- Projects that get a negative report from a conservation professional
- Feasibility studies

WHO WILL ASSESS APPLICATIONS?

Applications will be assessed by the Principal Advisor: Heritage and where appropriate a consultant conservation architect, arborist or archaeologist. These recommendations will be forwarded to the Culture, Arts & Events Committee, final allocation is to be made by the Finance and Operation Committee.

HOW TO APPLY

Application forms are available by phoning 839-0400 or can be downloaded from the website

<http://www.waitakere.govt.nz>

APPLICATION CLOSING DATE

The closing date is 28 November 2008. There will be no appeal process.

Unsuccessful applicants will be notified in writing with the reason(s) why so they are in a better position to put in an application that will get funding in the future.

WHAT TO DO IF SUCCESSFUL IN GAINING FUNDING

- If successful in getting the grant the applicant must use the money for the purposes stated in the application within 12 months. Any money not spent because the project was not started or completed must be returned to Council.
- You will be required to account for the money spent by providing copies of receipts and invoices.
- Groups must prepare a brief report for Council on what the money was spent on and what results were obtained before applying for any subsequent funding, including photos.
- If you have obtained financial assistance in the February 2008 allocation, you will not be eligible to apply for further funding for one year.
- If you do not return your completed certificate of expenditure you will not be eligible to re-apply for funding in the future.

Checks to ensure these requirements are met will be undertaken. Failure to meet requirements will jeopardise future chances of receiving any form of funding or assistance from Council.

In some cases depending on the amount granted, Council may wish to enter into a formal agreement with the organisation to formalise the conditions around the funding.

Heritage Fund

Application for Financial Assistance 2008/2009



Send to: Chief Executive
Waitakere City Council
Private Bag 93109
Henderson
WAITAKERE 0650

Deliver to:
Waitakere Central
6 Henderson Valley Road
Henderson
Telephone (09) 839 0400
Facsimile (09) 836 8001

1. Tell us about yourself

Full name of individual/group/organisation: _____

Has your group/organisation changed its name in the last five years – If yes what were you previously known as?

Street address: _____

Postal address: _____

Telephone number: _____

E-mail address: _____

Please give the names of two people who can be contacted if we need more information. The first contact must be the person who filled out this form. Under the Privacy Act (1993), consent from the second person must be given before their details are recorded here.

Name: _____ Telephone Day: _____

Mobile: _____

Name: _____ Telephone Day: _____

Mobile: _____

Address of the Site that you are seeking funding for: _____

Is your organisation a legally constituted trust or incorporated society; if so please provide a copy of your trust Deed or Certificate of Incorporation?

Yes No

Are you registered for GST?

Yes No

If yes, your number is: _____

2. Project Details

Describe your proposed Project: _____

Significance of the property: provide a brief statement explaining why the property is important (include photos if necessary):

Proposed remedial work or a breakdown of the physical works associated with the project: (please include drawings, materials and finished colours where relevant and include two quotes for works over \$500)

When do you intend to begin work? _____

When do you expect the work/project to be completed? _____

Who will be supervising the project? _____

What is the total cost of the project? _____

How much are you applying to Council for? (Maximum of \$4,000 for any one project) _____

How will you fund the shortfall (if any)? _____

Please state other sources of finance available for the project: _____

Note if successful you will be required to account for funds received.

Please attach any additional information that you feel may be helpful in assessing this application i.e. heritage assessments, archaeological reports, conservation plans etc.

3. Declaration

I declare that the information supplied here is correct. If the application is successful, I/we agree to participate in any funding audit of the project conducted by Waitakere City Council. I give my consent to Waitakere City Council recording the personal information provided in this application and retaining and using this information to send me relevant Council information, such as newsletters. I also undertake that I have obtained the consent of the other person named in this form to provide their details to Council. I understand that my name and/ or the name of my group may be released to the media or used in publicity material in connection with any funding granted by Council. I am aware that I have the right to have access to and correction of the information held by Council. This consent is given under the Privacy Act 1993. I agree to obtain all appropriate consents from Council to undertake any physical works projects that may be funded.

On behalf of my organisation: _____

Name: _____

Signature: _____ Date: _____

Position: _____

4. Checklist

- Have you answered every question?
- Have you provided contact details for two people in your organisation?
- Have you provided a copy of the budget or invoices?
- Have you attached any other information that may be useful in assessing the application?

Heritage Fund - Certificate of Acceptance

Name of Person/Organisation: _____ (We)

Address: _____

Project: _____

We hereby confirm acceptance of the offer of financial assistance under the Heritage Fund in the form of a grant to be determined by the Waitakere City Council in accordance with the below conditions.

Conditions of Acceptance

- All money must be returned if the project is not started.
- If the project is not completed then, all money not spent from the date the project is stopped must be returned.
- If the project is completed under budget the remainder of the money must be returned.
- All grants need to be drawn by you prior to the completion of the project. Any funds not drawn by this time can not be allocated to you.
- All funds must be spent by the December 2009, if not, then, the remainder of the funds at that date are required to be returned.
- A Certificate of Expenditure must be completed and signed with all receipts accounting for the full amount of the grant. The certificate must be returned to Waitakere City Council within two months of the completion of the project, or at the latest the 31st of January 2010. Failure to do this will require the funding to be returned and future funding will not be granted. The certificate will be sent to all successful applicants in March 2009.

We declare that we will abide by the above conditions of acceptance of the grant and the requirements as stated in the Heritage Fund guidelines and acknowledge that we will be liable to return any monies granted should any breach of the conditions occur. We agree to acknowledge Waitakere City Council in all publicity.

Dated this _____ day of _____ 2008.

Name: _____ Name: _____

Signature: _____ Signature: _____

Position: _____ Position: _____

Date: _____ Date: _____

Acknowledgement Receipt - Please complete the following:

Name: _____

Address: _____

Project working title: _____

Applications will be notified in writing of the outcome of their application three months from the closing date.